CONDUCT THE PRE-INVENTORY

Having receiving deployment notification, and the PBO has identified deploying and Left Behind Equipment (LBE); conduct the pre-inventory. Use the pre-inventory to identify shortages and discrepancies prior to the actual inventory. This will provide you with a snapshot of your equipment and its' state of readiness for deployment. Ensure sub-hand receipt holders Inventory 100% of their assigned equipment; to include Sets, Kits, and Outfits (SKOs), Components of End Items (COEI) and Basic Issue Items (BII). Use the Supply Sergeant to evaluate the conduct, and record the results of the pre-inventory. Have sub-hand receipt holders execute property management actions as required (i.e: transfer of property, liability documentation, etc.).

CONDUCT THE PRE-INVENTORY

Ensure property accounting is complete and accurate.

- Ensure property is on hand and serviceable.
- Ensure property is safeguarded.
- Evaluate all supply operations using the standards of the CSDP outlined in AR 710-2, Appendix B.
- Ensure inventory is conducted IAW AR 710-2, table 2-2.
- Ensure lost, damaged or destroyed property is accounted for IAW the appropriate regulation.
- Ensure causative research is conducted to determine the reason for inventory discrepancies.

CONDUCT THE PRE-INVENTORY

Take these actions prior to the pre-inventory:

- Coordinate with the next higher commander/supervisor for any instructions.

- Make sure all hand or sub-hand receipts and annexes with change documents are updated.

- Review hand receipts to find the type of items to be inventoried. If needed, select personnel to assist with the inventory and give them instructions.

- Notify sub-hand receipt holders of when and how the inventory is to be conducted.

- Review DA Pam 25-30 to ensure the most current publications are used for the inventory.

CONDUCT THE PRE-INVENTORY

Take these actions during the pre-inventory:

•Check all items to make sure the item and their description on the unit property book and hand receipt match.

• Make a visual check of the condition of the property. Make a list of any damaged equipment.

• Count all items listed on the hand receipt. Make a list of any overages or shortages.

• Check end items for completeness. Use the proper Technical Manual (TM) or Supply Catalog (SC) to identify components.

CONDUCT THE PRE-INVENTORY

Take these actions during the pre-inventory (Cont'd):

- Check the serial numbers on the item with that recorded on the HR. Make a list of any serial number discrepancies.
- Identify damaged equipment and report to unit maintenance personnel for repair.